

# HUMAN RESOURCES GENERAL APPLIED EMPHASIS ASSOCIATE OF SCIENCE PROGRAM OF STUDY

## ☐ Offered Online

The Human Resource curriculum is broad-based and designed to meet the demands of business and service organizations. Graduates of this program will have a foundation in human resource management, an overview of various laws, regulations and court decisions that determine the legal framework of EEO and a sound base for lifelong learning. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) for graduate data.

### Upon successful completion of this program a student will be able to:

- Identify and define the major federal, state & local employment laws as well as the penalties for non-compliance (tests, projects).
- Design and develop recruitment process and selection procedures (tests, project).
- Identify and define the major risk management, safety and security laws as well as the penalties for non-compliance (tests, projects).
- Design a training program utilizing the ADDIE Model (project).
- Evaluate standards of professional performance in the workplace.

**Associate of Science Emphases:** The AS programs of study are arranged to transfer credits to a Bachelor degree program. Those who choose the College of Business articulated emphasis will be able to transfer directly into the College of Business.

Code	Title	Credits
<b>General Education Requirements</b> ( <a href="https://catalog.msbillings.edu/cc/general-education-requirements">https://catalog.msbillings.edu/cc/general-education-requirements</a> ) <sup>1</sup>		31
<b>Required Technical Courses</b>		
ACTG 101	Accounting Procedures I	3
ACTG 180	Payroll Accounting	3
BMGT 180	Employment Law and Practices	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3
BMGT 282	Organizational Training & Dev	3
CAPP 120	Introduction to Computers	3
BGEN 294 or BMGT 298	Seminar/Workshop <sup>2</sup> Internship/Cooperative Educ	2-3
Subtotal		23-24
<b>Restricted electives selected with advisor approval</b>		6
Total Minimum Credits		60

<sup>1</sup> The following General Education courses are required: WRIT 101 OR WRIT 220 in Category I subcategory B; COMX 111 OR BMIS 150 in Category I subcategory C; and ECNS 201 OR ECNS 202 in Category III.

<sup>2</sup> Students are required to complete two credits, but may earn up to three.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 101	Accounting Procedures I	3

CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
Gen Ed Courses		6
Total		15
Second Semester		
ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
Gen Ed Courses		9
Total		15
Third Semester		
BMGT 281	Risk Mgmt, Safety & Security	3
Gen Ed Courses		12
Total		15
Fourth Semester		
BMGT 282	Organizational Training & Dev	3
BGEN 294 or BMGT 298	Seminar/Workshop Internship/Cooperative Educ	2
Gen Ed Courses		10
Total		15